Contract Improvement Process
Contract Database Subcommittee
Notes from November 27, 2006

Attendees:

Bob Jaros
Harry McCabe
Michelle Lee
Judy Giovanni
Richard Brough
Clark Bolser
Steven McDermott
Yvonne Anderson
Dave Cuneo

Summary of Discussion Points:

- The draft survey was developed (attached), and will be circulated to the subcommittee for comment and feedback to be received by the end of the day Wednesday, November 29th.
- The final survey will be posted by Friday, December 1st, and a link to the online survey will be e-mailed to CCIT members.
- Responses to the survey will be collected for one week -- through Friday, December 8th.
- The next meeting on Monday, December 11th, will be focused on analysis of the data collected.

The next subcommittee meeting will be held Monday, December 11, 2006, from 9:00-10:30 a.m., in conference room 14A, at 633 17th Street (State Controller's Bldg.).

CONTRACT DATABASE SURVEY

The State Controller's Office (SCO) has undertaken a contract improvement initiative designed to improve State contracts, allow for additional delegation of SCO contract approval to Department Controllers and to acquire sufficient information on State contracts to address legislative inquiries and Colorado Open Records requests. The SCO currently does not have a functional contract document management system. The Working Committee participating in the contract improvement initiative has recommended the SCO establish a computerized contract database for all State contracts. The Contract Database Subcommittee wants to elicit your input through this survey for determining the feasibility for pursuing a statewide contract database for possible access and use by all State government departments and Higher Ed institutions. Please answer the questions below, and click the "Done" button at the end when finished. Thank you for your time and input.

1. What agency/institution do you work for?

2. What is your role in regard to contracts within your agency/institution?
> Procurement
> Contract Management
> Program Management
> Accounting
> Budget
> Human Resources
> Legal
> Administrative Support

3. How frequently do you have contact with the agency/institution contracts?
> Daily
> Weekly
> Monthly
> Yearly

4. How many active contracts do you have?

5. Approximately how many contracts does your agency/institution have?

6. Do you currently have a contract database or a contract tracking system in place? (If not, please skip to question 14.)   Yes   No

7. If you have a contract database or a contract tracking system, is it:
> Excel
> Access
> SQL Server
> Oracle
> Other (please describe):

8. How was your database developed?
       In-house system
       Commercial off the shelf software
       Designed by a vendor

9. How is the database populated?
       COFRS Extract
       Manual
       Other (please describe):

10. Does your system have the ability to input and/or track the following data?

CLIN or contract number	Yes	No
Vendor contact information and FEIN	Yes	No
Accounting information	Yes	No
Agency/institution contact information	Yes	No
Risk analysis	Yes	No
Routing/approval information	Yes	No
Duration of employment for any employee on the State's payroll as a result of the contract	Yes	No
Purpose of the contract	Yes	No
Contract type (personal services,consulting services, capital construction, real properly lease, equipment lease, etc.)	Yes	No
Contract made date	Yes	No
Effective date	Yes	No
Performance periods	Yes	No
Renewal terms	Yes	No
Contract completion date	Yes	No
Vendor selection method	Yes	No
Total value of contract, including amendments	Yes	No
Value of contract per fiscal year	Yes	No
Disclosure of whether any services are anticipated to be performed outside the U.S., including vendor justification	Yes	No
Disclosure after completion of whether work was performed outside the U.S.	Yes	No
Evaluation following completion to measure vendor performance related to cost, work quality and timeliness	Yes	No

11. What additional features does your system have?

12. Do you have any problems in operating your current system?   Yes   No

13. If yes, please describe:

14. Would a contract database be helpful to you?   Yes   No

15. Why or why not?

16. What features would you like a contract database to have?

17. Do you store contracts in an electronic format?   Yes   No

18. Would the ability to store contracts in an electronic
format be helpful to you?   Yes   No

19. Why or why not?

20. Can a Contract Database Subcommittee member contact you
if they have any questions?   Yes   No

21. If yes, please give your contact information:

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS SURVEY!